

# **GETTING STARTED GUIDE**

## **HOW TO FIND STUFF IN THE DEPARTMENT OF PHYSICS & ASTRONOMY**

*“I saw water running out under the lab door, but I didn’t know who to call so I didn’t do anything.”*

## MAIN MENU

- ▶ Home
- ▶ Courses
- ▶ Graduates
- ▶ Undergraduates
- ▶ Research
- ▶ People
- ▶ Events
- ▶ Facilities
- ▶ Internal
- ▶ Contact Us

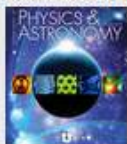
## FOLLOW US



## POSTERS

### Posters

Click to download full size.



## Getting Started in the Department

### EMPLOYMENT?

Well, everybody has to be somewhere!



This page outlines nearly everything that you will need to know about getting started as either a new undergraduate, graduate, staff, faculty or postdoc. If you feel we have left anything out, please contact the webmaster.

Read through the Getting Started Guide first.

### GETTING STARTED GUIDE

#### HOW TO FIND STUFF IN THE DEPARTMENT OF PHYSICS & ASTRONOMY

*"I saw water running out under the lab door, but I didn't know who to call so I didn't do anything."*

[click image](#)

### Next:

- ▶ Obtain & complete the New Hire Packet, available in the Accounting Office (203 JFB)
- ▶ Complete the University Orientation
- ▶ Complete and submit the Department Safety Test
- ▶ Watch Risk Management's Defensive Driver training video & take the test (must be done every two years).

Faculty Careers

Getting Started in the Department

Graduate & Postdoctoral Opportunities

Career Resources for Students

Research, Staff & Other Career Resources

Since we have 45 slides and 15 minutes, this is where you go to find what we don't get to!

# What's The Take Away?

- Remember **this guide exists.**
- Remember **where to find it.**

*Home > Employment > Getting Started in the Department*

# Department Home Page

## [www.physics.utah.edu](http://www.physics.utah.edu)

### MAIN MENU

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Internal

The Department of Physics & Astronomy hosts free public star parties every Wednesday after dark (weather permitting). Sidewalk astronomy is a great family friendly activity designed to both entertain & educate. Click to learn more.



Pluto Palooza: July 14 at 6pm

### FOLLOW US



Come celebrate NASA's New Horizons mission to Pluto!

Join the University of Utah Astronomers for a



The Department of Physics & Astronomy will be showing the NASA TV live broadcast as Mission Operations receives the "phone home signal" from the New Horizons probe after its closest approach to Pluto.

Free event open to the public.





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- ▶ Internal
  - ▶ JFB Room Calendar
  - ▶ Post-Tenure Reviews
- ▶ C

FO



# Department

## Internal

Information found on this page is for official department use only.

### Access & Keys

- ▶ UCard Access Request Form
- ▶ Request Keys
- ▶ Liquid Nitrogen Access
- ▶ Key & E-Access Agreement -

### Accounting

- ▶ Remote Time Card
  - Versions:
    - Excel
    - blank PDF
    - fillable PDF
- ▶ Time Card Deadlines
- ▶ Lookup Purchase Order
- ▶ Purchasing Card Office
- ▶ Meal Reimbursement Form

### Auxiliary Faculty Reviews

- ▶ Dept Auxiliary Ranks Policy

**Directory of Staffing:**  
Who's Who Among Staff &  
Their Job Descriptions

### Bldg Emergency Plans

- ▶ JFB/South Physics
- ▶ INSCC

### Dept Organization

- ▶ Staff Organization Chart
- ▶ Directory of Staffing
- ▶ Directory of Services
- ▶ Directory of Secretaries
- ▶ Committees
- ▶ Dept Directory

### Floor Maps

- ▶ JFB
- ▶ South Physics
- ▶ INSCC

**Directory of Services:**  
Who is responsible for what

**Department Directory**

# Who's responsible for what, organized by function

## Directory of Services

### Department of Physics and Astronomy, University of Utah

University Services	Responsible entity	Location	Phone	E-mail
Emergency: fire, police, medical...any life-threatening emergency	Police dispatch	Bldg 301	5-COPS (5-2677)	Backup: 9-911
Chemical, environmental safety	EHS	Bldg 605	1-6590	Backup: 5-2677
Custodial (includes water cleanup 24/7)	Custodial Department	228 USB	1-6108	
Radiological emergency	Radiological Health	322 RAB	1-6141	Backup: 5-2677
Insurance, defensive driving course	Risk management	408 Park	1-5590	<a href="mailto:jallred@park.admin.utah.edu">jallred@park.admin.utah.edu</a>
Security: doors to be locked, unlocked	Security	Bldg 436	1-8669	Dennis.North@dps.utah.edu
Utility repair: plumbing, heat, electrical, ventilation... <b>emergency only</b>	Plant Operations dispatch	Bldg 350	1-7221	<a href="mailto:dispatch@fm.utah.edu">dispatch@fm.utah.edu</a>
Emergency access: when you get locked out...	Security	Bldg 436	1-8669	
Department Services	Responsible Person	Backup	Backup II	Backup III
Absorption spectrometer training	Matt DeLong	Zhiheng Liu		
Additions and updates to this document	Heidi Frank			
Building maintenance and repairs: JFB, SP	Harold Simpson	Matt DeLong		
Building maintenance and repairs: INSCC	Matt DeLong	Harold Simpson		
Bulletin Boards	Mary Ann Woolf	Receptionist		
Campus orders	Josh Tomlin	Marcia Cook	Vicki Nielsen	
Chair's appointments	Heidi Frank	Ben Bromley		
Colloquium information	Jackie Hadley	Doug Bergman		
Common exams	Mary Ann Woolf	Stephan LeBohec		
Computer accounts, email accounts	Brad Hawks	Wayne Springer		
Computer installation and repair	Jay Norwood	Brad Hawks		
Computer networking	Brad Hawks	Jay Norwood		
Conference room reservations	Receptionist	Jackie Hadley	Nancy Kurtzeborn	
Construction, remodeling, lab repairs...JFB, SP	Harold Simpson	Matt DeLong		
Construction, remodeling, lab repairs...INSCC	Matt DeLong	Harold Simpson		
Course evaluations	Mary Ann Woolf	Heidi Frank		
Curriculum issues	Andrey Rogachev	Curriculum Committee		

# Directory of Staffing

Directory of Services by Staff Member  
Department of Physics and Astronomy, University of Utah

<i>Name</i>	<i>Function</i>	<i>Room</i>	<i>Phone</i>	<i>Alt #</i>	<i>Email</i>
Ben Bromley	Chair	201-B JFB 330 INSCC	1-3538 1-8227		<a href="mailto:bromley@physics.utah.edu">bromley@physics.utah.edu</a>
<b>Department Service Staff</b>					
Harold Simpson	<b>Facilities Director</b> <i>Interface with all utilities, maintenance and construction projects; Technical Facilities supervision; safety concerns, etc.</i>	301 SP	1-3839	244-1017	<a href="mailto:hsimpson@physics.utah.edu">hsimpson@physics.utah.edu</a>
Ed Munford	Machine Shop Manager <i>Training and supervision of Student Shop users; Primary point of contact for design, fabrication and repair of research equipment.</i>	116 JFB 104 SP	1-6697 1-6242		<a href="mailto:edm@physics.utah.edu">edm@physics.utah.edu</a>
James Norwood	Stockroom Manager <i>Shipping &amp; receiving, special orders, maintenance of stocks &amp; supplies &amp; materials</i>	114 JFB	1-6063		<a href="mailto:stockroom@physics.utah.edu">stockroom@physics.utah.edu</a>
Matt DeLong	<b>Electron Microscopist</b> <i>Electron microscopy training and operations; Interface with all utilities, maintenance and construction projects for INSCC; OEML supervision; safety concerns, hazardous materials shipping and disposal.</i>	329 JFB 153 INSCC	1-7462 1-5859	580-7246	<a href="mailto:delong@physics.utah.edu">delong@physics.utah.edu</a>
Zhiheng Liu	Senior Engineer - Laser Institute <i>Laser Institute training and equipment service; near-field microscopy; electron microscopy and e-beam lithography training and operations</i>	192 INSCC	1-7001		<a href="mailto:zhliu@physics.utah.edu">zhliu@physics.utah.edu</a>
Kathrine Skollingsberg	Public Relations Associate <i>Advertising print design, conferences, public outreach activities, web design and updates</i>	321 JFB	5-0182		<a href="mailto:kathrine@physics.utah.edu">kathrine@physics.utah.edu</a>

**Job responsibilities,  
organized by staff member name and supervisor**



# Directory of Services by Staff Member

## Department of Physics and Astronomy, University of Utah

<i>Name</i>	<i>Function</i>	<i>Room</i>	<i>Phone</i>	<i>Alt #</i>	<i>Email</i>
Jordan Gerton	Associate Chair	464 INSCC	5-0068		<a href="mailto:jgerton@physics.utah.edu">jgerton@physics.utah.edu</a>
Heidi Frank	Administrative Officer	201-C JFB	1-5697		<a href="mailto:heidi@physics.utah.edu">heidi@physics.utah.edu</a>
	<i>Auxiliary faculty reviews, chair's appointments, dean's office liaison, department correspondence, faculty meetings, faculty searches, keys &amp; electronic access, policy board, retention-promotion-tenure reviews, visas (faculty &amp; postdocs), class schedules</i>				
Nancy Kurtzeborn	Administrative Assistant	201-A JFB	5-1754		<a href="mailto:nancy@physics.utah.edu">nancy@physics.utah.edu</a>
	<i>Awards committee, Condensed Matter Seminar, Defensive driving program coordinator, HEAP/Astro seminars, travel, textbooks, library</i>				
Jackie Hadley	Executive Secretary	201-D JFB	1-6861		<a href="mailto:jackie@physics.utah.edu">jackie@physics.utah.edu</a>
	<i>Colloquia, graduate student admissions, scholarships, student records, visas (grad students)</i>				
Jennifer Kimpson	Clerk	201 JFB	1-6901		<a href="mailto:frontdesk@physics.utah.edu">frontdesk@physics.utah.edu</a>
	<i>Answer phones, distribute faxes, key request forms, mail distribution, parking passes &amp; validations, conference room</i>				
Jordan Klepzig	Clerk	201 JFB	1-6901		<a href="mailto:frontdesk@physics.utah.edu">frontdesk@physics.utah.edu</a>
	<i>Answer phones, distribute faxes, key request forms, mail distribution, parking passes &amp; validations, conference room</i>				
Mary Ann Woolf	Editorial Assistant	205 JFB	1-4246		<a href="mailto:woolf@physics.utah.edu">woolf@physics.utah.edu</a>
	<i>Bulletin boards, common exam, course evaluations, large course administration, teaching assistant assignments</i>				
Frank Misak	Cosmic Ray - Administrative Assistant	227 INSCC	1-6628		<a href="mailto:misak@cosmic.utah.edu">misak@cosmic.utah.edu</a>
Tamara Young	Academic Advisor	202 JFB	1-7910		<a href="mailto:tamara@physics.utah.edu">tamara@physics.utah.edu</a>
	<i>Academic Advisor for undergraduate students.</i>				
Adam Beehler	Lecture Demonstrator	B8 JFB	1-6602		<a href="mailto:beehler@physics.utah.edu">beehler@physics.utah.edu</a>
	<i>Everything about lecture demonstrations</i>				



Name	Function	Room	Phone	Alt #	Email
<b>Marcia Cook</b>	<b>Senior Accountant/Manager</b> <i>Grants and contracts, department accounts, payroll backup, budget, troubleshooting</i>	203A JFB	1-6374		<a href="mailto:marcia.cook@utah.edu">marcia.cook@utah.edu</a>
<b>Vicki Nielsen</b>	Accountant <i>Payroll setup and management, deposits, petty cash, backup</i>	203 JFB	5-1485		<a href="mailto:vicki@physics.utah.edu">vicki@physics.utah.edu</a>
<b>Josh Tomlin</b>	Accounting Specialist <i>Facilities and recharge billing, purchasing, payment requests, grants and contracts</i>	203 JFB	7-7839		<a href="mailto:josh@physics.utah.edu">josh@physics.utah.edu</a>
<b>Colby Makahilahila</b>	Accounting Clerk <i>Purchasing Card reallocation, purchasing, filing, support</i>	203 JFB	1-5868		<a href="mailto:physicsaccounting@utah.edu">physicsaccounting@utah.edu</a>
<b>Wayne Springer</b>	<b>Computer Committee Chair</b>	216 SP	5-1390		<a href="mailto:springer@physics.utah.edu">springer@physics.utah.edu</a>
<b>Jay Norwood</b>	PC Systems Administrator <i>All aspects of departmental personal computers, both hardware and software.</i>	304-E SP	1-6026	243-5812	<a href="mailto:norwood@physics.utah.edu">norwood@physics.utah.edu</a>
<b>Brad Hawks</b>	Unix Systems Administrator <i>All aspects of computer networking; computer accounts, email</i>	304-C SP	5-5801	243-5583	<a href="mailto:brad@physics.utah.edu">brad@physics.utah.edu</a>

Also listing of research staff and contacts with student organizations

Research Techn	Research technical	Department and U	John Matthews	supplying services to the	<a href="mailto:jnm@cosmic.utah.edu">jnm@cosmic.utah.edu</a>
<b>Julie Callahan</b>	Program Coordinator - ASPIRE	266 INSCC	5-9331		<a href="mailto:julie@cosmic.utah.edu">julie@cosmic.utah.edu</a>
<b>Frank Misak</b>	Administrative Assistant	227 INSCC	1-6628		<a href="mailto:misak@cosmic.utah.edu">misak@cosmic.utah.edu</a>
<b>Jeremy Smith</b>	Cosmic Rays Electronics Engineer	250 INSCC	1-5053		<a href="mailto:jeremy@cosmic.utah.edu">jeremy@cosmic.utah.edu</a>
<b>Stan Thomas</b>	Cosmic Rays Senior Engineer	250 INSCC	1-8650		<a href="mailto:thomas@physics.utah.edu">thomas@physics.utah.edu</a>
<b>Gary McDonough</b>	Cosmic Rays Maintenance Engineer	266 INSCC	1-7983		<a href="mailto:gary@physics.utah.edu">gary@physics.utah.edu</a>
<b>Student Organization Contacts</b>					
<b>Graduate Student Advisory Committee (GSAC)</b>					
<b>Paul Bergeron</b>	Co-Chair				<a href="mailto:physics.gsac@gmail.com">physics.gsac@gmail.com</a>
	Chair Elect				<a href="mailto:physics.gsac@gmail.com">physics.gsac@gmail.com</a>
<b>Undergraduate Student Advisory Committee (USAC)</b>					
<b>Anthony Randazzo</b>	Chair				<a href="mailto:acrandazz@gmail.com">acrandazz@gmail.com</a>
<b>Jacob Argue</b>					<a href="mailto:jacob.argue@gmail.com">jacob.argue@gmail.com</a>
<b>Kendall Bean</b>					<a href="mailto:kendall.bean@gmail.com">kendall.bean@gmail.com</a>
<b>Michael Olsen</b>					<a href="mailto:u0956343@utah.edu">u0956343@utah.edu</a>
<b>Shay Perkins</b>					<a href="mailto:u0999404@utah.edu">u0999404@utah.edu</a>
<b>Jennifer Kimpson</b>					<a href="mailto:jkimpson@physics.utah.edu">jkimpson@physics.utah.edu</a>
<b>Society of Physics Students (SPS)</b>					
<b>Cole Takasugi</b>	President	304-A SP			<a href="mailto:u0925818@utah.edu">u0925818@utah.edu</a>
<b>Alexis Lagan</b>	Vice President	304-A SP			<a href="mailto:lexi1515@gmail.com">lexi1515@gmail.com</a>
<b>Observatory</b>					
<b>Paul Ricketts</b>	Star Parties	Roof SP		58-SPACE	<a href="mailto:observatory@physics.utah.edu">observatory@physics.utah.edu</a>



# Harold Simpson

(no relation to Homer)

**Facilities Director**

**Responsible for  
remodeling,  
construction,  
utility repairs,  
telephones  
in JFB and SP. He  
will report all utility  
issues to  
Campus Facilities**



# Kathrine Skollingsberg

Department web mistress:

Web Design & Updates

Advertising Print Design &  
Graphic Design

Public Relations

Conferences

Displays

Development

Department expert on MS Word,  
Photoshop and lots of other  
software





# Heidi Frank

Administrative officer  
Chair's appointments,  
dean's office liaison





# Jackie Hadley

Graduate records secretary  
Announcements for  
colloquia Graduate  
admissions  
Graduate student visas  
Student records  
Scholarships

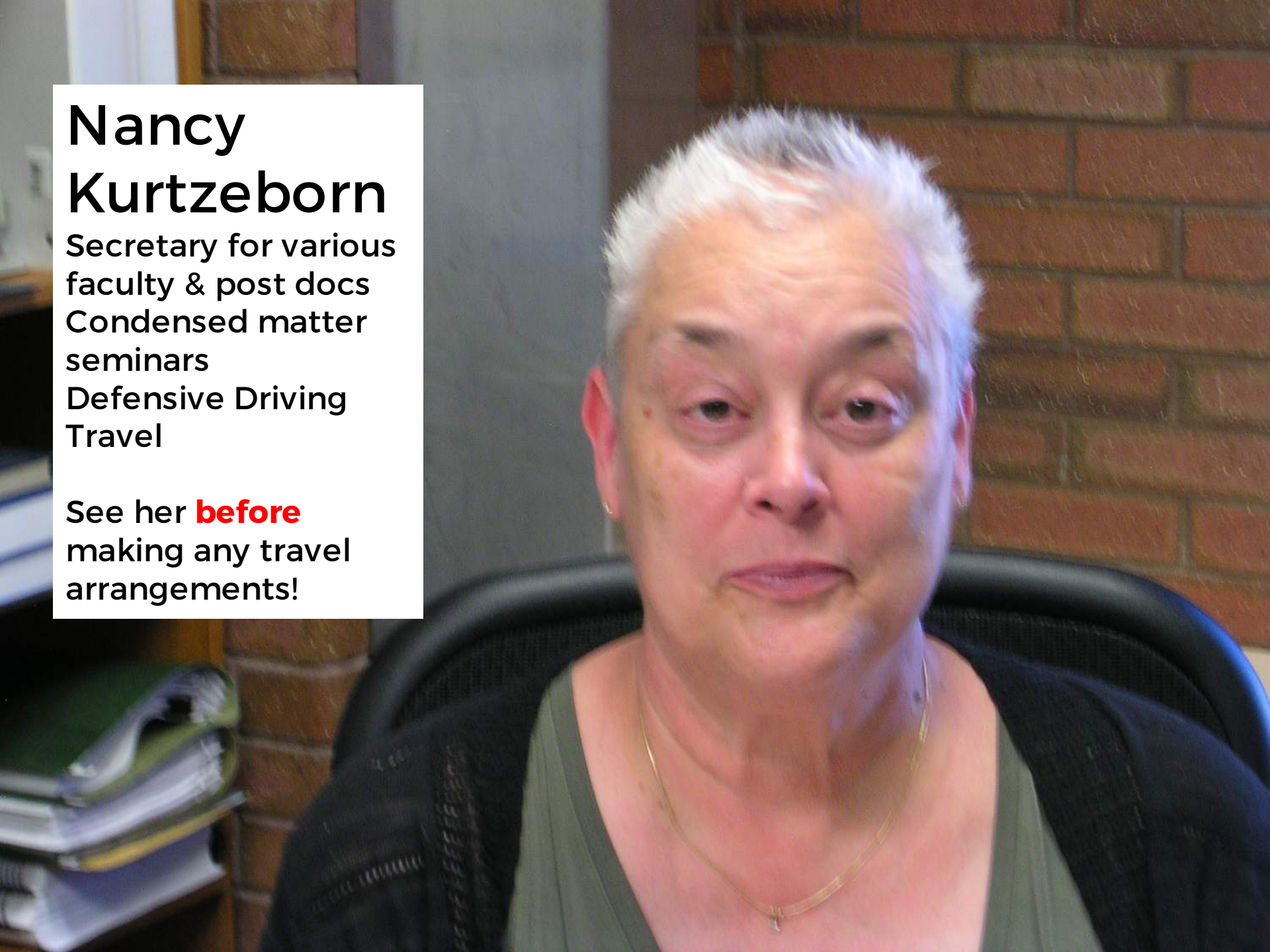




# Nancy Kurtzeborn

Secretary for various  
faculty & post docs  
Condensed matter  
seminars  
Defensive Driving  
Travel

See her **before**  
making any travel  
arrangements!







# Jennifer Kimpson

Receptionist

Answers questions  
Copying, scanning, and  
faxing, key requests,  
mail distribution,  
parking validations, new  
majors, and FedEx  
packages



# Jordan Klepzig

Receptionist

Answers questions

Copying, scanning, and  
faxing, key requests,  
mail distribution,  
parking validations, new  
majors, and FedEx  
packages

# Mary Ann Woolf

Common exam

TA assignments

Course evaluations

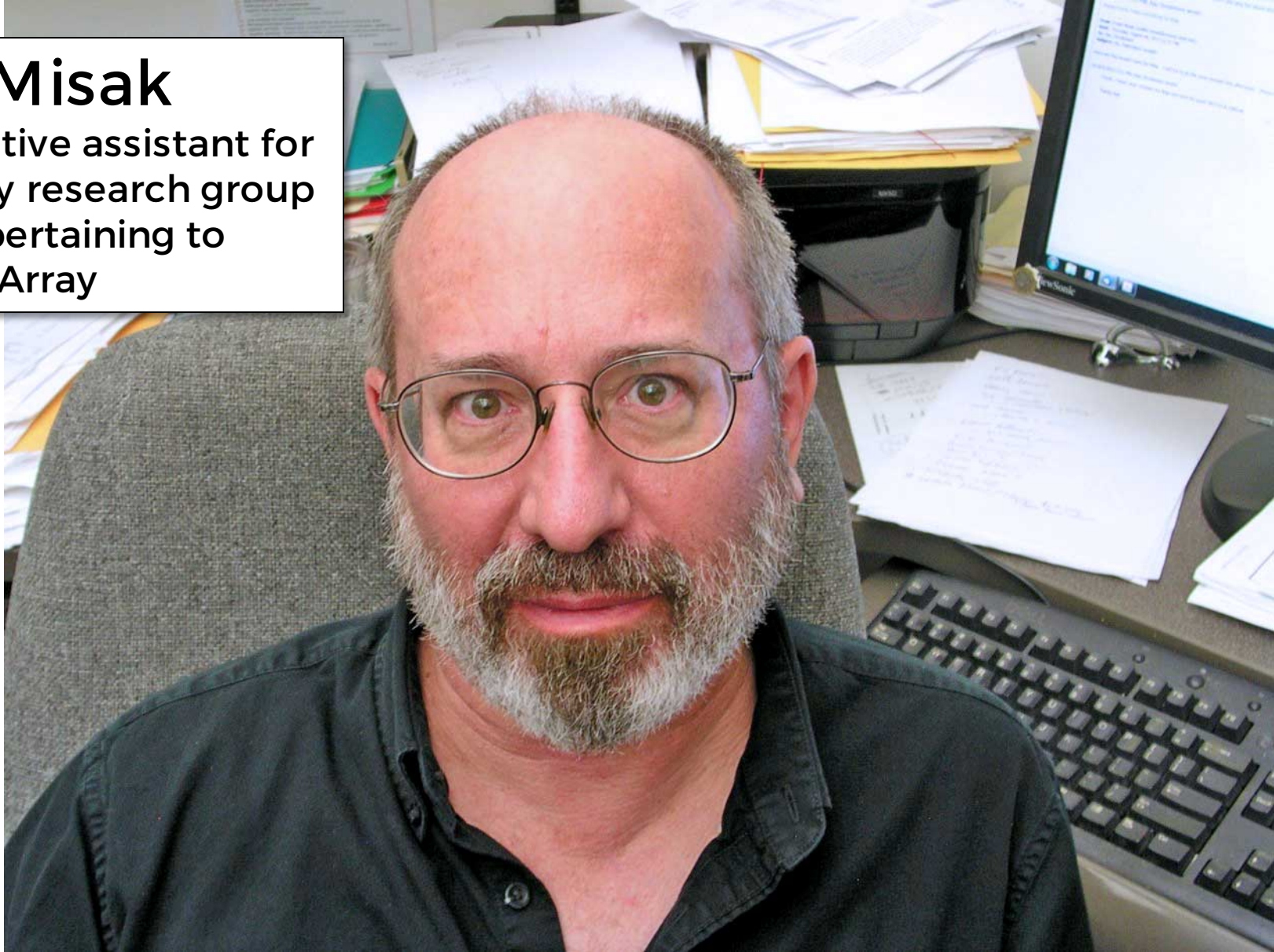
Editorial assistant for large  
classes





# Frank Misak

Administrative assistant for  
Cosmic Ray research group  
All things pertaining to  
Telescope Array





# Tamara Young

- Undergraduate Academic adviser
- University and departmental policies
- Undergraduate Handbook, General Catalog, and Getting Ready Guides.





# Adam Beehler

Lecture Demonstrator  
Extraordinaire  
(*"Bill Nye"*)





# Marcia Cook

Chief accountant

Can direct you to the person  
who can solve your  
problems related to money

(No, she doesn't give cash  
advances or payday loans)





**Colby Makahilahila**

Purchase orders, campus  
orders and billing for  
the recharge centers





# Vicki Nielsen

Responsible for payroll  
issues, grants and contracts

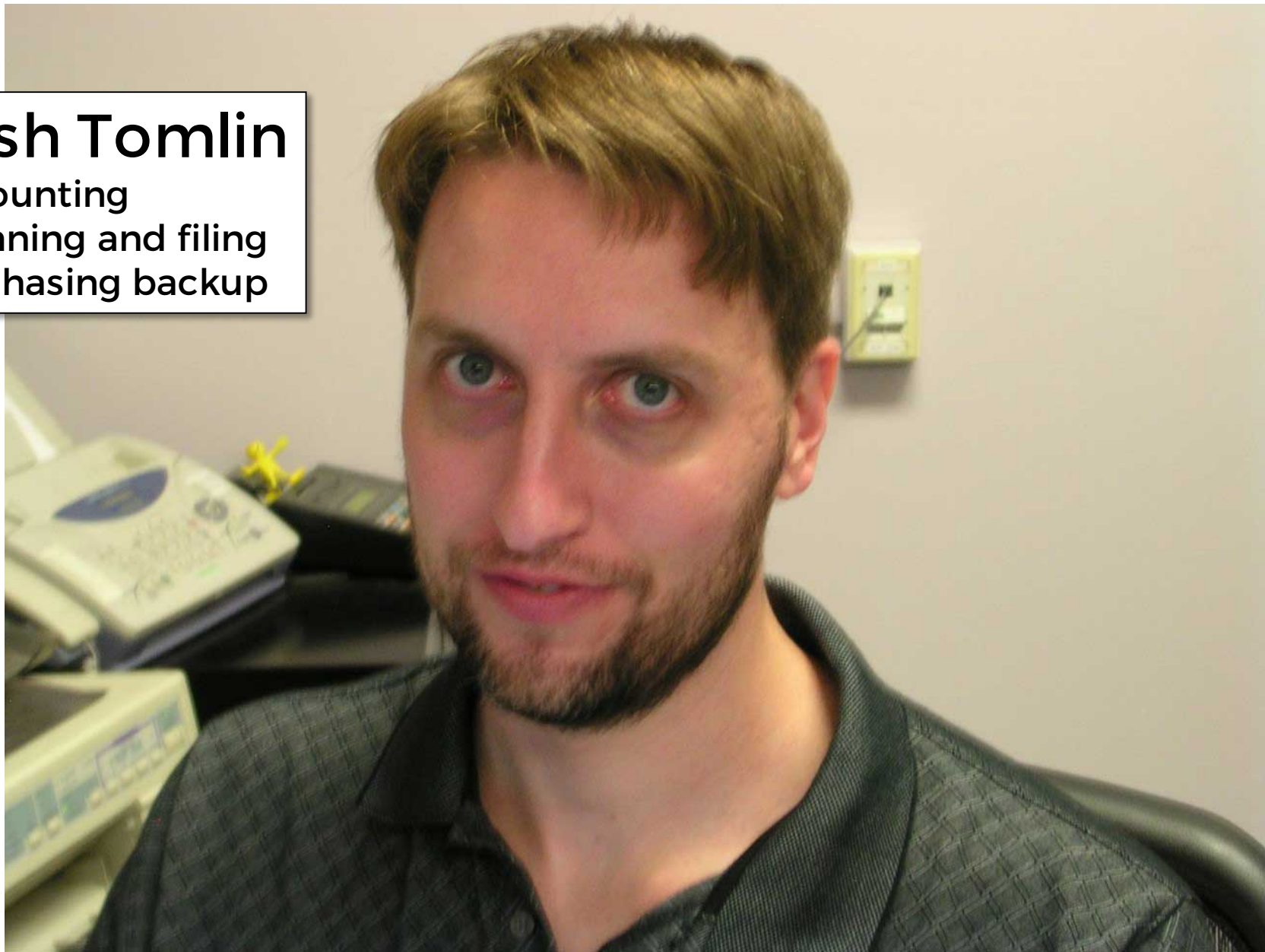


# Josh Tomlin

Accounting

Scanning and filing

Purchasing backup





**Jay Norwood**  
Responsible for  
all aspects of  
PCs in the  
Department

# Brad Hawks

Computer networking; computer accounts, email accounts





# Matt DeLong

Electron microscopy:  
Operation and training  
SEM class

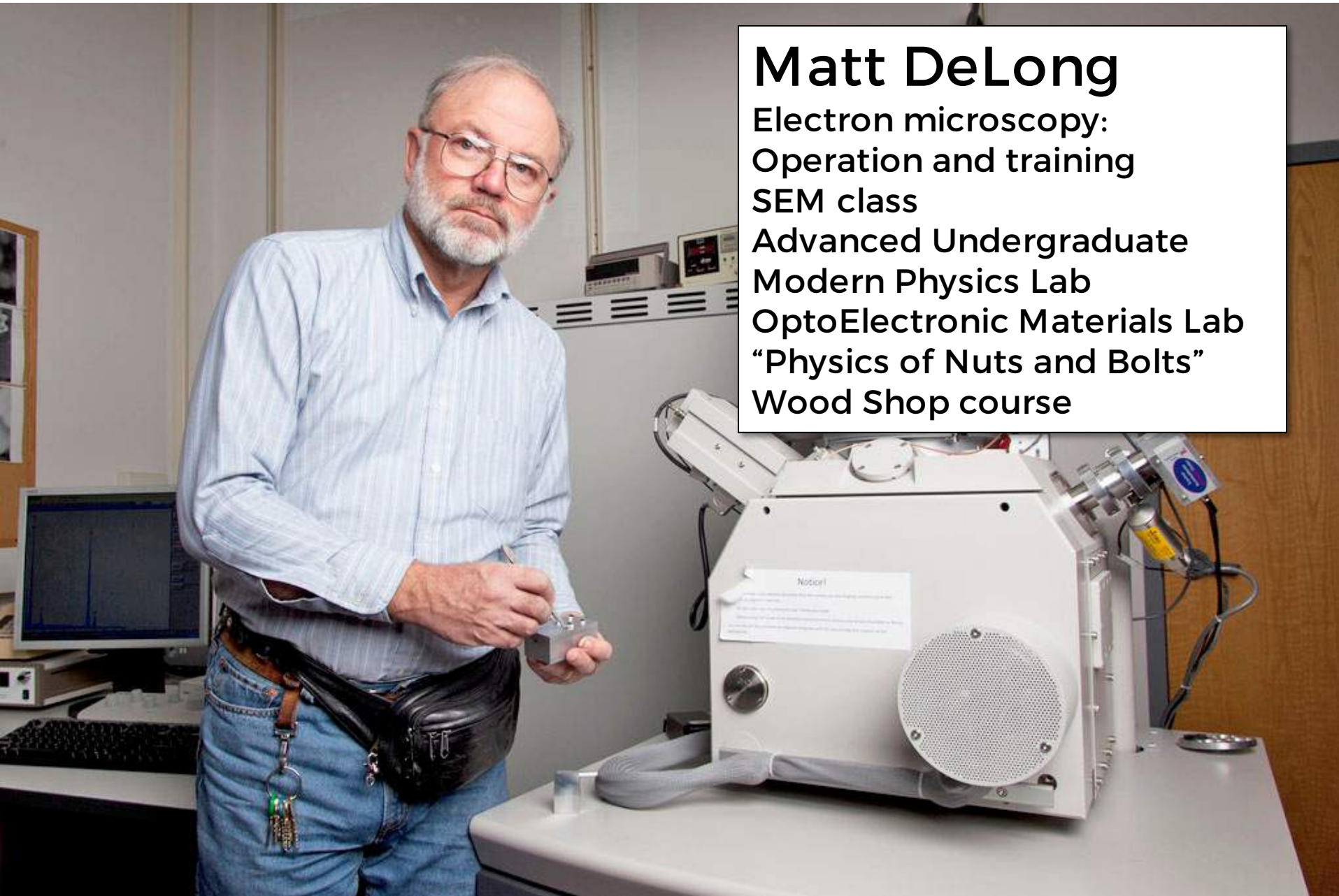
Advanced Undergraduate

Modern Physics Lab

OptoElectronic Materials Lab

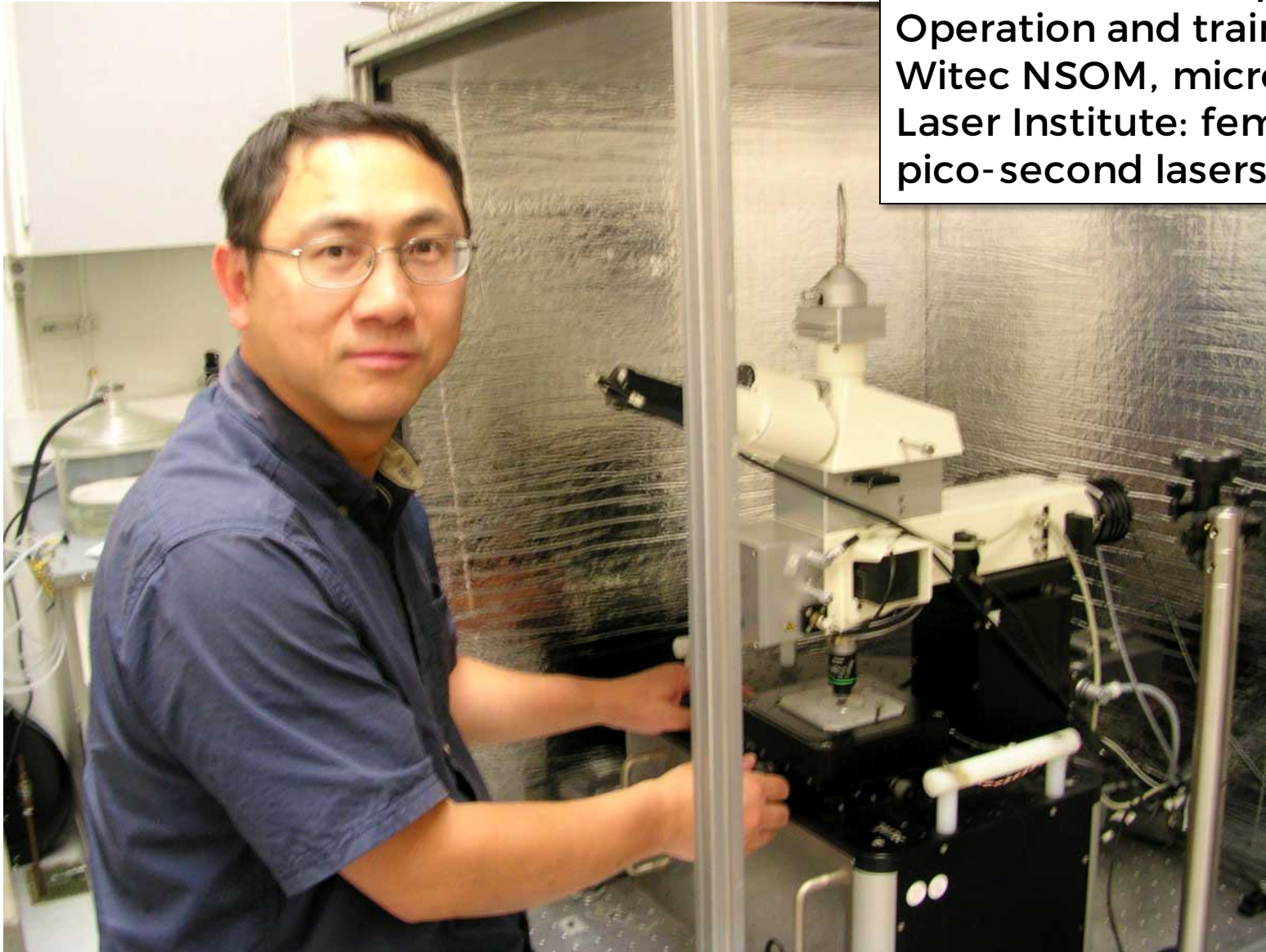
“Physics of Nuts and Bolts”

Wood Shop course



# Zhiheng Liu

Electron microscopy:  
Operation and training  
Witec NSOM, micro-Raman  
Laser Institute: femto- and  
pico-second lasers





# James Norwood

Stockroom manager  
Errands and pickups



# Stockroom - 114 JFB

Browse through to see what items are available to solve your problems!



**UPS** packages are delivered here.

**FedEx** packages are delivered to 201 JFB



A photograph of a wood shop. In the foreground, a Unisaw table saw is partially visible. Behind it, a 24-inch surface planer is shown with a large flexible dust extraction hose attached. In the background, a band saw is visible. The shop is filled with wood materials, including stacks of lumber on the left and large sheets of plywood leaning against the wall. A white bucket and a box of Sheetrock are on the floor in the lower right. The background wall is covered in plywood and has various tools hanging on it.

Band saw

24" surface planer

Unisaw

**Wood Shop**  
Matt teaches  
the class  
Your advisor pays  
the tuition





**Ed Munford**  
and the CNC mill in the  
Research Machine Shop





CNC mill

# Student Machine Shop

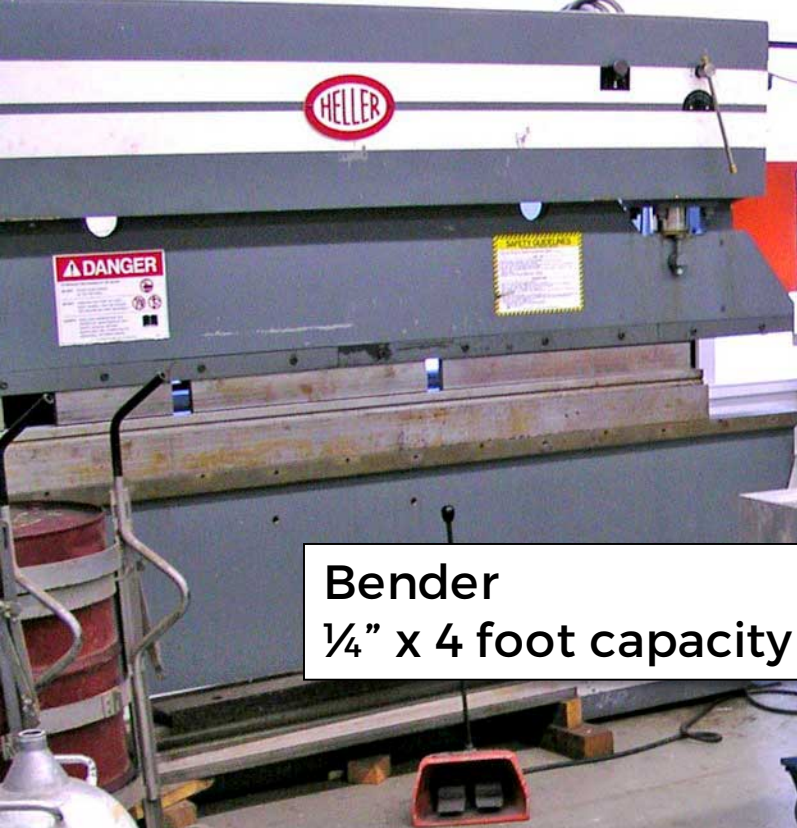
Ed Munford teaches  
the class

Your advisor pays

CNC Lathe

Analog lathes



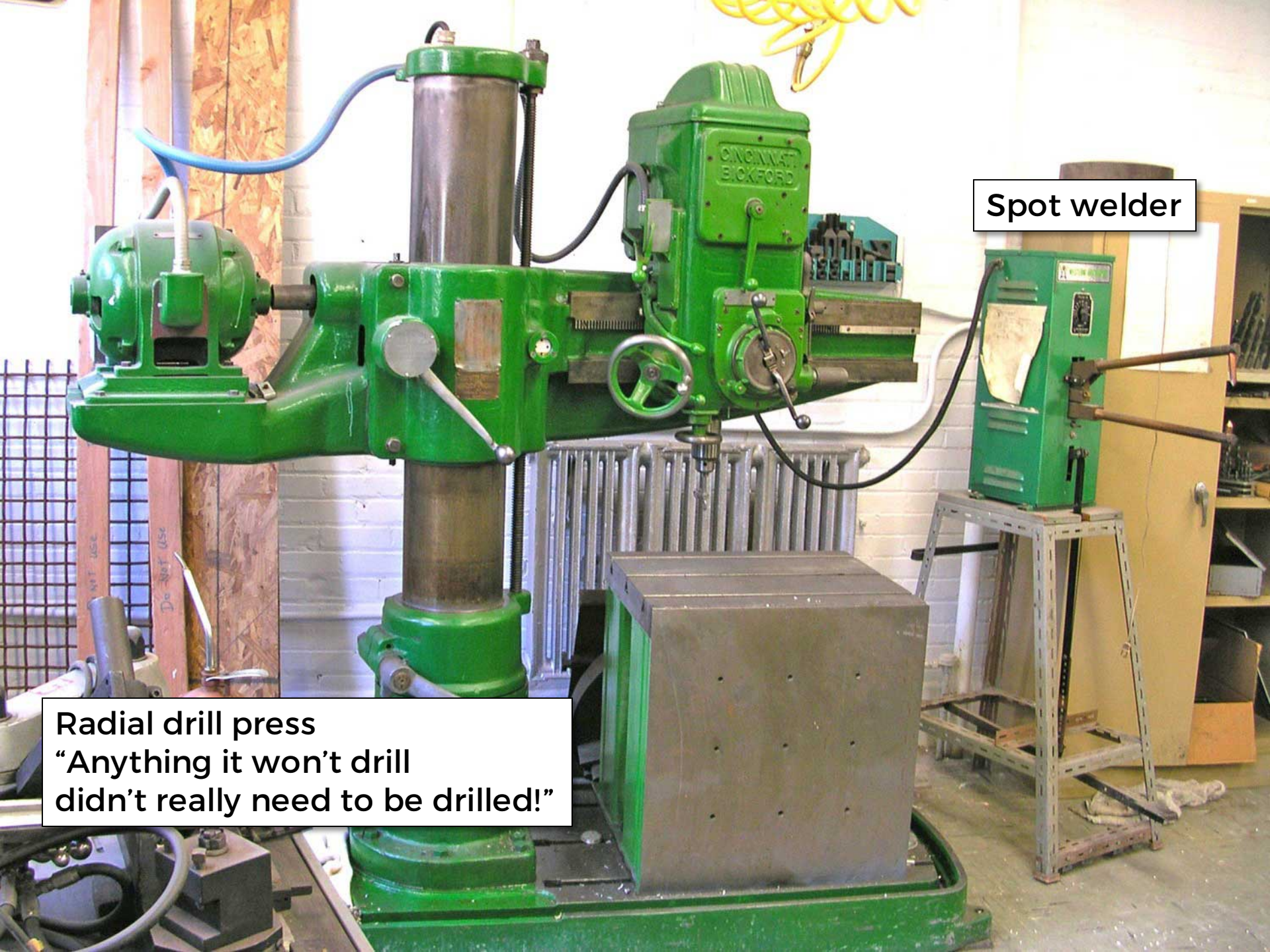


Bender  
1/4" x 4 foot capacity



Shear  
(1/2" x 4 foot, or 1" x 1 foot capacity)





Spot welder

Radial drill press  
“Anything it won’t drill  
didn’t really need to be drilled!”





## The “Corporate Limo”

Errands

Transport to meetings

Transport distinguished guests

Defensive driving certificate required  
prior to use





# Safety-Related Issues





## MAIN MENU

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  - ▶ Computing
  - ▶ Dixon Laser Institute
  - ▶ Electronic Access Request
  - ▶ Emergency Preparedness
  - ▶ Facility Hourly Rates
  - ▶ JFB Room Calendar
  - ▶ Key Requests
  - ▶ Lecture Demo
  - ▶ Library
  - ▶ Liquid Nitrogen

## Safety

- ▶ Safety
- ▶ SEM
- ▶ Stockroom
- ▶ 2012 Construction
- ▶ 2014 Construction Updates

## Safety

Under "Facilities"



### Department Safety Program

Every employee (technical or non-technical) of the Department of Physics & Astronomy is required to read the department safety manual and pass a safety test. This is an open book exam. The intent of this exam is to prove individual comprehension of the "Department of Physics & Astronomy Department Employee Safety Training Program" manual. Not only is it imperative that you understand your duties here in the Physics & Astronomy Department in a safe manner, we also must comply with OSHA requirements. The results of this test will prove, through written documentation, that we are all trained and dedicated to working in a safe and environmentally conscious environment. When finished, please return test to Vicki Nielsen, 203 JFB.

The old safety video is included above as a reference. It is not required for passing the test.

## Safety Manual

### Safety Manual & Test

- Safety Manual (PDF)
- Safety Test\*





# **Physics & Astronomy Department Employee Safety Training Program**

Prepared by the Physics & Astronomy  
Department Safety Committee

ver. 2.8.1  
Summer 2013

# Information on:

- General considerations
  - Where to find forms and how to fill them out
  - Best practices for high pressure gas cylinders
  - Asbestos in ceiling tiles
  - Eating and drinking in labs
  - Eye protection
  - Burns
  - Sources of safety equipment
  - And lots more



# More topics in the Safety Manual

- Machine Shop and Wood Shop
- Chemicals
- Electrical and RF
- Lasers
- Radiation
- Magnets
- How to fill out forms if you are injured
- How to respond to disasters

# Driving University Vehicles

## You must pass the University Driving test

- Access the Training Video & Test online at [www.risk.utah.gov/loss/drivervideotest.html](http://www.risk.utah.gov/loss/drivervideotest.html).
- Most of the questions come from the "Utah Driver Handbook"
  - Smart: Run simultaneous access to test and Driver Handbook
- Take the online test, print the "Certificate of Completion" and give a copy to the supervisor & Nancy Kurtzeborn.
- Must be completed before you may drive the Department truck
- Must be repeated every two years
- Required for rental cars when you travel



# Did We Ever Deal with the Issue...?

***“I saw water running out under the lab door, but I didn’t know who to call so I didn’t do anything.”***

Start with...

Directory of Services

University of Utah, Department of Physics and Astronomy

University Services	Responsible Entity	Location	Phone
Emergency: fire, police, medical...any life-threatening emergency	Police dispatch	Bldg 301	5-COPS (5-2677)
Chemical, environmental safety	EHS	Bldg 605	1-6590
Custodial (includes water cleanup 24/7)	Custodial Department	228 USB	1-6108
Radiological emergency	Radiological Health	322 RAB	1-6141
Insurance, defensive driving course	Risk management	408 Park	1-5590
Security: doors to be locked, unlocked	Security	Bldg 436	1-8669

Security can let you into the room to turn off the water.

Custodial can clean up the water.

# If you are uncomfortable with or don't know how to turn off the water...

- Emergency contact information should be posted outside each lab.

Contact	Name	Location	Phone	Department
For Entry or Advice	Z. Valy Vardeny	Bldg 083 Rm 215	(801) 581-8372	Physics
In Emergency	Dali Sun	Bldg 083 Rm 337	(865) 385-2524	Physics
In Emergency	Tek Basel	Bldg 083 Rm B11	(801) 330-9213	Physics



Date  
Posted:  
**11.2012**

Environmental Health & Safety - 581.6590  
Radiological Health - 581.6141  
After Hours - UPD Dispatch - 585.2677

Room  
Number:  
**B12**



# Final Recourse

<i>Name</i>	<i>Function</i>	<i>Room</i>	<i>Phone</i>	<i>Alt #</i>	<i>Email</i>
<b>Carleton DeTar</b>	<b>Chair</b>	201-B JFB 212 INSCC	1-3538 1-7357		<a href="mailto:detar@physics.utah.edu">detar@physics.utah.edu</a>
<b>Department Service Staff</b>					
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**Matt, Harold and the Chair have master keys,  
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# Final Recourse

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